

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1228A-1

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NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

*Office of the Public Defender*

*Headquarters*

AGENCY

DIVISION

Item  
No.

Description

Retention

2A

AMENDMENT TO SCHEDULE 1228

CIRCUIT COURT VIOLATION OF PROBATION

Orders of Probation can be for 5 years only.  
(All other items under 2A will retain original  
retention period)

RETAIN FOR 1 YEAR AFTER  
CLOSING IN THE OFFICE,  
TRANSFER TO THE STATE RECORDS  
CENTER, RETAIN FOR  
4 YEARS, THEN DESTROY.

Schedule Approved by Department,  
Agency, or Division Representative

*6/24/91*

Date

*6/24/91*

Date

Signature

Schedule Authorized by  
Hall of Records Commission

*8/12/91*

Date

State Archivist